App. F. IX-4

Previous References
NL8126-38(1-4)

1939.
(NL8)

File No. 103-39
Serial Nos. 142

PRESERVED

Later References.
NL8141-41-142

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

(18)

Part B for Aug 40.

SUBJECT.

Annual inspection report of the Government Central Book Depot, Nagpore

SL2) To The Depot Central Book Depot
No A7 6721 dt 2-6-40

WD 0573—GPB—22,500—12-9-39

Makes certain observations and states that the irregularities should be set right

B. D. F. No. 24]

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE.

No. 5949

Encl. ~~Two.~~ Three.

2nd May 1940 ..... 103x.

DEVY. DEPT. 6. MAY 1940 GOVT OF MYSORE

CENT. & REV. SECTT. 1940 AGRI. & FOREST BRANCH.

FROM

THE SUPERINTENDENT,
GOVT. CENTRAL BOOK DEPOT,
BANGALORE.

To

The Secretary to the Government of His Highness
the Maharaja of Mysore,
(Development Department,)
B A N G A L O R E.

SIR,

Adverting to Government Order No.A.F.3014-15/P.& S. 126-38-4 dated the 15th December 1939, sanctioning the annual inspection of this Depot, and prescribing the necessary form of questionnaire, I have the honour to submit herewith the ...l inspection report of this Depot.

I have the honour to be,

S i r,

Your most obedient servant,

SUPERINTENDENT. 6/5/40

A.K.N.

1) Subd. for perusal. Kindly refer to invited & paras 11, 12, 19, 24, 38, 45, & 57 of the questionnaire. Ag

Dev Dept 14/5

OFFICE OF THE SECOND MEMBER OF COUNCIL 21 MAY 1940 No. A.101

2) Please see remarks against the above items

3) Please tell the Superintendent that the irregularities which are not explained

P & S 103-39.-

2487 Inspection of the offices of the Govt. Central Book Depot-

Off. Supdt

24/5 28/5

TYPING SECTION
29 MAY 1940
GEN. & REV. SCTT.

Secy no 2 To the Supdt
Govt central Book Depot
no A.3.6721 dt 3.6.40
makes certain observations
and states that the irregularities
should be set right.

GEN. & REV. SCTT.
4 JUNE 1940
AGRI. & FOREST BRANCH.

Secy 4/6

B
2/8

GEN. & REV. SCTT.
14 AUG. 1940
AGRI. & FOREST BRANCH.

MEMO OF QUESTIONS FOR THE INSPECTION OF THE OFFICE OF THE SUPERINTENDENT, GOVERNMENT CENTRAL BOOK DEPÔT.

1. Name of the inspecting officer with designation .... Sri. B. Krishnaswami Chetty, Superintendent, P.W. & M.P.S. Railways and Printing, also Ex-officio Superintendent, Govt. Central Book Depot, Bangalore

2. Duration of inspection .... Date commenced 13.4.1940; Date concluded 19.4.1940

Previous inspection — Date .... Name of inspecting officer .... } This is the first Inspection.

Questions.	*Answers.*
I. GENERAL.	
1. Is the office accommodation sufficient and suitable? Are the rooms and premises kept clean?	The accommodation is quite insufficient for the storage of books as many new books are being received every year. The rooms and premises are kept clean.
2. Is an attendance register in use? Is the attendance regular? Who checks the register daily?	yes. The Sub-Assistant Superintendent checks the register daily.
3. How many clerks are working in the office and what is the qualification and service of each?	vide statement enclosed.
SERVICE REGISTERS, LISTS OF ESTABLISHMENTS, ETC.	
4. Is an up-to-date list of the establishment, both clerical and menial, maintained?	yes.
5. Is the record of the qualifications and services of the ministerial officers maintained up-to-date?	yes.
6. Is a Service Register maintained for every official and brought up-to-date? Are these registers arranged in order and kept in a separate box? Who keeps the keys of the box?	yes. yes. The Sub Assistant Superintendent keeps them.

7. Is an office order book maintained? Are orders of leave, punishment, etc., regularly recorded and given effect to?

yes.

8. Is an up-to-date approved list of candidates maintained and are selections made therefrom?

A consolidated list for the allied offices is maintained in the press office and selections are made from that list.

9. Are all appointments made in accordance with the rules pertaining to the Central Recruitment Board? Are reports of appointments sent to the Central Recruitment Board promptly whenever any appointment is made?

yes, the reports are sent by the Press office.

Distribution of Work.

10. Is a record of the distribution of work among the several clerks maintained? Is the work assigned to each official sufficient without being excessive?

yes. Vide: list attached. The work assigned to each is excessive owing to increase of work in the office.

11. Does each official maintain a diary and do the entries show sufficient work for each day?

This is not being maintained why? Ce

What is the general condition of the work indicated by the records? Is it up-to-date and efficient?

Generally the work is up-to-date, except Compilation of Accounts which is in arrears owing to the increase in work. — explanation not satisfactory. should be brought up to date & a report rendered early Ce

Arrear Lists.

12. Does every official in each branch prepare and submit, once a month, a list of references pending with him as required by Rule 14 of the General Rules of Office Procedure? Are these lists consolidated by the head of the branch and is a statement submitted by the 5th of the following month?

A common list is prepared from the whole office and it is checked regularly every month.

13. Are these lists scrutinised carefully by the ministerial head of the office and reminders sent promptly where necessary?

G

Reports and Returns.

14. Is a statement of the periodical reports and returns due from each clerk prepared and maintained up-to-date? Are the due dates, the dates of actual submission and the names of the clerks responsible for their preparation noted therein? Is it scrutinised monthly by the head of the office? (*Vide* Rule 6 of the Efficiency Rules.) How many and which returns were overdue at the time of inspection?

yes. these are prepared regularly and sent. The half yearly list of University publications is to be sent and it is being verified.

Furniture List.

15. Is a register of furniture maintained? Are all articles of furniture entered therein together with details as to the cost and date of purchase of each? Is the register verified once every quarter and the result reported to the head of the office? Is a note made in the register of all articles lost or which have become unserviceable? Is the furniture adequate to the needs of the office or more than necessary? What is the condition of furniture kept?

yes. this is being done.
The furniture is adequate and neatly kept.

Books and Articles received in the Depot.

16. In whose custody are the books? Are the stock and issue registers regularly maintained? Are they submitted monthly for the inspection of the officer in charge? Is a verification by stock-taking done once a year?

The books are in the custody of the Store-clerk and are regularly supervised by the Sub Assistant Superintendent in charge of the Depot. The necessary registers are checked by the Sub Assistant Superintendent monthly and the Stock is also verified annually.

Is a general indent book maintained for monthly issue of stationery?

yes.

Are old and unserviceable articles sold by public auction and the proceeds credited to Government? (*Vide* Rule No. 17 of the Stationery Rules.)

yes.

17. Who keeps the stock of books? Where are they kept? Are they neatly arranged? Are all receipts and issues noted in a register?

The books are stocked in the Store-room under the custody of the Store-keeper, supervised by the Sub Assistant Superintendent. They are neatly arranged in the space available. The receipts and issues are noted in the Concerned Registers

18. Is a register of issue of books maintained? Are indents from the Agents and Branch Depot keepers received in due time and attended to promptly?

yes.

FILE OF STANDING ORDERS.

19. Is a complete set of the standing orders of Government relating to the work of the office maintained? Are these files complete and up-to-date?

This is to be maintained
This should be done immediately after the report is submitted
C.

Is each provided with a table of contents, and if bulky, also an index?

will be attended to after the files are maintained

20. Is a similar file maintained for circulars issued from the office?

yes.

LIBRARY.

21. In whose charge is the office library and where is it kept?

There is no separate library for the Depot.
The books are in the charge of the Senior Clerk.

22. Is a register maintained for entering books and publications as they are received and is it written up-to-date?

yes.

23. Are all books received into the library correctly labelled and deposited in appropriate places?

yes.

24. Are all correction slips inserted in their proper places in the volumes of enactments, rules, etc.?

yet to be attended to
This should be done immediately after the report is submitted.
C.

25. Are any books issued without a receipt or lent to strangers without the permission of the head of the office?

26. Is a monthly report of books removed and not returned, submitted?

27. Are cases of loss or of damage to any books reported promptly and orders obtained for their replacement ?

yes.

II. CORRESPONDENCE REGISTERS.

28. Are the registers of inward and outward correspondence properly maintained with cross references regularly marked ?

yes.

29. (1) How many of such registers are maintained ? (2) Are a peon book and a tappal book maintained ?

(1) Two registers, one for the out-Ward and the other for the Inward letters.
(2) Yes. are maintained

30. Are the registers written up neatly ? Are the entries concise and clear ?

yes.

31. Are all receipts classified in the manner laid down in Rule 11 of the General Rules of Office Procedure ?

yes.

32. Is there any delay in the fair-copying and despatching of letters ? Are all papers despatched invariably on the day they are signed or the following day ? A few issues may be examined with reference to the refer book, peon book and tappal book.

There are being attended to promptly not giving room to much delay.

33. Is the issue register checked once a month by the ministerial head of the office and signed by him in token of his inspection ?

yes.

34. Is an *amad* register maintained to enter all covers as they are received in the branch ?

Not being maintained why not ?

35. Are all the registers periodically examined by the ministerial head of the office and signed by him in token of his inspection ?

yes

III. Cash and Contingencies.

36. Are the following registers prescribed by Rule 25 of the General Rules of Office Procedure maintained?

(1) Cash Book.

(2) General ledger or classified abstract of the monthly totals of cash book.

(3) Contingent register.

(4) Order book for contingent charges.

Yes.

37. What is the amount of permanent advance held by the office? Is an account of it correctly kept? What is the balance on hand? Is it forthcoming?

The permanent advance is Rs 75/- An account of it is correctly kept. The balance on hand is Rs 45-8-6. on the date of Inspection. ors 15/4/40.

38. Is there any money on hand awaiting remittance to the Treasury or payment to parties? Details may be furnished?

yes. Rs 111-3-3 was awaiting remittance

Details Rs 68-0-0 since remitted to Treasury
Rs 43-3-3 yet to be disposed of.

39. Are there any longstanding advances made out of the office imprest awaiting adjustment? Details may be furnished.

No.

40. Are all charges incurred on account of contingencies entered in the contingent register from day-to-day? (*Vide* Articles 104 to 106 of the Mysore Civil Account Code, Volume I.) Are totals struck at the end of the month?

The necessity for any unusual charges may be scrutinised.

yes

yes, being scrutinised.

41. Are all contingent charges incurred under due authority, sanction of higher authorities being obtained where necessary?

yes.

42. Is the abstract contingent bill drawn at the end of each month in the manner laid down in Article 107 of the Mysore Civil Account Code, Volume I, and are the initials of the head of the office obtained?

yes.

43. Is the expenditure kept within the budget grant?

yes. 4

44. Are the detailed contingent bills of each month submitted with vouchers regularly by the first week of the succeeding month as per rule (iii) of Article 115 (*b*), Mysore Civil Account Code, Volume I? Are all disallowances promptly deducted from the succeeding contingent bills as per Article 118, Mysore Civil Account Code, Volume I? Is the account of service postage labels correctly written up? Who keeps them and where? Does the stock on hand agree with the book balance?

yes.
yes. The Senior Clerk of the office keeps their accounts which are regularly checked and verified. The stock balance agrees with the book.

45. Are salary bills prepared with reference to the attendance register, leave register and office order book? Are drafts of the pay bills maintained?

yes. Drafts are not maintained as the details are found in the acquittance Roll.

46. Is an acquittance roll maintained? Are all salaries drawn duly disbursed and proper receipts taken therein? Is a stamped receipt obtained for payments of over Rs. 20? Is the register examined every month by the head of the office, as required in para 19 of the annexure to the Mysore Civil Account Code, Volume I?

yes.

47. Are the bills and payments posted in the cash book?

yes.
1

48. Is undisbursed pay short-drawn invariably in the pay bill of the next month? Otherwise, is there sufficient reason for the retention of pay up to three months? (*Vide* Article 82 of the Mysore Civil Account Code, Volume I.)

yes.
1

49. Is necessary sanction obtained for drawing the pay or allowances of incumbents of appointments requiring sanction of the higher authorities?

yes.

50. Are all sums drawn on travelling allowance bills disbursed and acquittance taken?

yes.
1

H.S. Rao

51. (*a*) Are drafts of the office travelling allowance bills maintained in a register?

The details are noted down in the Office Requisitions Register.

(*b*) Is there any undisbursed travelling allowance kept? Is it disposed of in accordance with Government Order No. Fl. 2187-235—S. & A. 63-15-4, dated 19th November 1915? Have personal claims of officers to pay, allowances and increments been discharged without delay? If any are delayed, what is the cause for the delay?

No.

Yes. are being discharged without delay.

52. Are pension applications prepared and submitted in time as required by Government Order No. Fl. 7215-55—S. & A. 484-08-1, dated 7th May 1909?

Yes.

53. How many cases are pending and why? The last pension quarterly may be reviewed.

nil

IV. Records.

54. The rules, if any, under which the records are arranged may be quoted. If no such rules exist, the system of arrangement followed, subjectwar or chronological, etc., may be briefly explained.

The records are maintained date-War and Subject-War.

55. Are all the records sorted according to the prevailing system? If not, what is the quantity of papers remaining to be sorted? What time is necessary to complete their sorting.

They are stored and kept duly by each clerk.

56. In whose charge are the records kept? Are records permitted to be removed without a substitute slip signed by the requisitioning official?

The records of each section are maintained by the concerned clerk they are not permitted to be removed without the necessary slips.

A list of the records taken out of the record-room and outstanding for long periods may be given.

nil -

11

57. Have rules been framed for regulating the periodical destruction of unserviceable records and have all time-expired papers been eliminated according to such rules?

This is not being done and the rules are yet to be framed in the matter. Early action shall be taken to do so C

MISCELLANEOUS.

58. Is an inspection minute book maintained and written up as laid down in para 4 of the Government Order No. 10870-918—E. A. 43-14-1, dated 10th April 1915?

A fresh register is maintained from this year.

59. Extent to which points noted for action at previous inspections have been attended to.

This is the first Inspection report.

60. Any irregularities or informalities observed in the course of inspection whether connected with the printed questions or not, and suggestions, if any, for improving the efficiency of the working of the office.

nil -

61. Have the store-clerk and the packers furnished the securities of Rs. 250 and Rs. 75 each, respectively (*Vide* G. O. No. G. 1730-1—P. & S. 94-17-6, dated 23rd August 1938); otherwise, have they furnished responsible sureties, and are deductions being effected from their pay duly each month? (*Vide* para (*c*), Rule 7 of annexure to the Mysore Civil Account Code, Volume I.)

yes.
They have furnished the responsible sureties and the deductions are being effected from their pay duly in each month

62. Are stock certificates being duly received from the branch depots in respect of articles of furniture stocked by them? Are these certificates duly checked and filed?

yes.

63. Is a register kept for watching the recoveries of the amounts advanced from the office imprest for meeting the V. P. charges? (*Vide* G. O. No. G. 1893-4—P. & S. 52-37-2, dated 26th August 1938.) Are these recoveries duly watched and adjusted?

The advances are being noted in the Office Contingent register itself and their recoveries watched by means of regular reminders. The imprest balance report is also being sent to the Comptroller to Govt. monthly.

WD 05670—GPB—100—29-3-40

Superintendent, 4/5
Govt. Central Book-Depot.
Bangalore.

3/5/40 Fit 2.5.40 2/5/1940

GOVERNMENT CENTRAL BOOK DEPOT, BANGALORE CITY. - (Vide item no. 3 of the Questionnaire).

List of Clerks.

Sl. No.	Name.	Designation.	Qualification	Service	Remarks.
1.	(Vacant) Mr. D. Subrahmanyam. (Temporary)	Manager	B.A., & Accounts Higher.	Nearly 13 years of which 5 years in the Book Depot.	Services lent from the Comptroller's Office till 7th September 1940.
2.	B. Krishnappa ...	Clerk	L.S. both in English and Kannada and VI Form course.	Nearly 27 years	...
3.	K. A. Ramachandra Iyer..	-do-	V Form Course	19 years.	...
4.	N. Gundachar ...	-do-	L.S.English and V Form course	20 years	...
5.	D. Srinivasamoorthy ...	-do-	L.S. English & V Form course	20 years	...
6.	B. Sitharamaiah ...	-do-	S.S.L.C. & Senior Typewriting	19 years.	...
7.	C. N. Narasappa ...	-do-	S.S.L.C. & Senior Typewriting	3 years	...
8.	S. Keshava Sundara Rao.	-do-	Intermediate	1 year	...
9.	M. Anantha Krishna Menon	Typist	S.S.L.C. Higher Typewriting and Lower Shorthand.	nearly 5 months.	(Temporary)

BANGALORE CITY,
25th April 1940

SUPERINTENDENT, G/S
Government Central Book Depot
Bangalore.

B.B. 3/5/40

GOVERNMENT CENTRAL BOOK DEPOT,
BANGALORE.
----:oOo:----

Sl.No.	Section.	No. of hands.		Work Distribution.
1.	Manager. (Mr. D. Subrahmanyam, B.A.)	1	...	Exercises general supervision of the work in the Depot and checks the monthly accounts of the Agency and Branch Depots and also bills etc., prepares the Budget Estimates and puts up important drafts.
2.	Accounts - (B. Krishnappa)	1	...	Maintains the accounts relating to the cash book, general issues book, Detailed contingent Register, Treasury Remittance Book, preparation of pay bills, etc., service stamp accounts.
3.	Retail Sale and Cash Order Section. (C. N. Narasappa)	1	...	Attends to Daily sales, cash order sales, correspondence relating to Money Order and Treasury Receipts and High court reports and accounts relating to the above.
4.	Agency and Branch Depot Section. (D. Srinivasamurthy)	1	...	Maintains the accounts of Agencies and Branch Depots and correspondence relating to that section.
5.	Ledger and Free Supply Section. (N. Gundachar)	1	...	Posting of Ledger, preparation of trial balance, attending to free supply and correspondence relating to it and also maintaining stock receipt books.
6.	Stores Section (B. Sitharamiah)	1	...	Receives all stock and issues books as per invoices received by him and looks after the stock in the Stores. Maintains the accounts relating to the receipt and issues of stationery and forms.
7.	Packing Branch. (K. A. Ramachandra Iyer)	1	...	Packing and despatching Railway Bundles and registered parcels by post, maintaining the register of packing materials.
8.	Despatching Section. (S. Kesava Sundara Rao)	1	...	Maintains "From" and "To" Registers; looks after despatching work and also Suspense Account.
9.	Temporary Typist - (M. Anantha Krishna Menon)		...	T y p i n g.

Superintendent,
Govt. Central Book-Depot,
Bangalore.

Appendix F G—1]

14

SUBJECT.....

.....

.....

Section D P S

File No. 103-39

Serial No. 2

Diary No. of letter replied to.. .....

No. A 76721

To

The Suptdt. Govt. Central
Book Depot
Bangalore

General and Revenue Secretariat

( )

the *193*

Sir:

With ref: to your letter
No. 5949 of 2-5-40 submitting
the first annual inspection
report of the Depot, I am
directed to make the following
observations and to state
that these irregularities ~~which~~
are not excusable and that they
should be set right without
delay.

1) para 11 ~~The reason~~ the reason why
each official does not maintain
a diary ~~showing the different~~
~~work done each day~~, may be
stated

2) ~~Explanation given re~~ the
general condition of the
work as indicated by the
records and the work being
brought up to date ~~by the officials~~
~~not satisfactory~~, and that
the work should be brought
up to date and a report
~~sent~~ sent.

Date of issue 3-6-40

Signed by ..... Dy Comptroller

To

List of enclosures.... ....

Copied by.....

It is stated that generally the work
is up to date except Compilation
is in arrears owing to the increased
work. The explanation is not
satisfactory.

Examined by.....

para 19) (a)

Fuli of standing orders.

A Complete set of the standing orders of Govt. relating to the work of maintained & the office should be brought upto date immediately and a report submitted

Library

para 24) The work of inserting the Correction slips in their proper places in the Volumes of enactments, rules, &c., should be done immediately and a report submd.

Correspondence Registers

para 34) Why an annd register to enter all cover as they are rcd in the branch is not being maintained may be stated.

Records

para 57) Early action should be taken to have the rules framed for regulating the periodical destruction of unserviceable record & all time expired papers ~~must~~ eliminated according to such rule

I have &c

Sd

for Dep: Sy.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat.

No. AH 6721 / DH 3103-39-2

Dated, Bangalore, 2-6-May 1940.

FROM

The Secretary to the Government of His Highness the Maharaja of Mysore
DEVELOPMENT DEPARTMENT.

To

The Superintendent,
Government Central Book Depot,
BANGALORE.

Sir,

With reference to your letter No.5949 dated 2nd/4th May 1940 submitting your first annual inspection report of the Depot, I am directed to make the following observations and to state that these irregularities are not creditable and that they should be set right:

DISTRIBUTION OF WORK.

1. Para 11. (a) The reason why each official does not maintain a diary may be stated.

(b) It is stated that generally the work is up-to-date except compilation of Accounts which is in arrears owing to the increase of work. The explanation is not satisfactory. The work should be brought up-to-date and a report submitted early.

Para 19. FILE OF STANDING ORDERS.

A complete set of the standing orders of Government relating to the work of the office should be maintained and brought up-to-date immediately and a report submitted.

Para 24. LIBRARY.

The work of inserting the correction slips in their proper places in the Volumes of enactments, rules, etc should be done immediately and a report submitted.

Para 34. CORRESPONDENCE REGISTER.

Why an amad register to enter all covers as they are received in the branch is not being maintained may be stated.

Para 57. RECORDS.

Early action should be taken to have the rules framed for regulating the periodical distri ction of un-

unserviceable records so that all time expired papers may be eliminated according to such rules.

I have the honour to be,

Sir,

Your most obedient servant,

For SECRETARY TO GOVERNMENT,
DEVELOPMENT DEPARTMENT.

HRA/2.